



EMPLOYMENT OPPORTUNITY

Principal Community Development Specialist

Recruitment No. 04-206

Salary: \$6,387.33 – \$7,763.86/Monthly
Filing Deadline: 5 PM, WEDNESDAY, JUNE 23, 2004

SUPPLEMENTAL QUESTIONNAIRE REQUIRED

POSITION SUMMARY

The Principal Community Development Specialist will be a key member of the City's progressive Community Development team. Under the general direction of the Department Director or her designee, the Principal Community Development Specialist will be responsible for high level project management in any of the following areas: redevelopment, housing development, economic development, transportation, and infrastructure development.

ESSENTIAL FUNCTIONS

(Functions and duties may include, but are not limited to, the following): analysis and formation of complex public policies related to development, housing, transportation and redevelopment of urban areas; analysis of legislation affecting development, housing, and redevelopment; preparation of high level reports and recommendations for the Redevelopment Agency/City Council; enlarge and maintain effective business relationships with, regional agencies, adjacent cities, the business and development community, the public and special interest groups; prepare and present complex PowerPoint presentations to various audience types; manage complex real estate transactions and consultant contracts; may also develop revitalization strategies; solicit and implement development projects; negotiate with developers; prepare contracts and agreements; conduct legislation analysis and special studies; may supervise various subordinate personnel and perform other related duties as required.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Any combination of experience and training equivalent to a bachelor's degree in Urban Studies, Economics, Public or Business Administration, Planning or a related field and four (4) years of increasingly responsible experience in Planning, Redevelopment, Community Development, Economic Development or a related field, preferably within a local government setting. A Master's Degree in a related field is highly desirable. Supervisory experience is highly desirable.

Knowledge, Skills and Abilities: Knowledge of: Development and Planning laws, California Environmental Quality Act, California Redevelopment Law; development/redevelopment practices and principles; local government financing, policies and practices, urban revitalization practices. Skilled in budget and revenue management; statistical and analytical research and reporting. Must have strong project management abilities and experience. Demonstrated ability to: effectively facilitate disparate groups (e.g. developers, property and business owners, public citizen groups, and environmental organizations) on complex issues; prepare and administer grant proposals and contracts; read and write complex business documents; analyze and interpret complex policy issues; and make sound recommendations. Ideal candidate should be able to provide alternative solutions to problems, effectively work with and lead teams, effectively communicate with the City Council, the public and other Agency representatives.

PHYSICAL DEMANDS

Travel to meetings and represent the City off-site; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less. See in the normal vision range with or without correction to read typical business documents, computer screens; hear in the normal range with or without correction.

APPLICATION PROCESS

The names of qualified applicants will be placed on an employment list based on scores received during the evaluation of information contained in their employment and supplemental applications. This is the only information that will be evaluated and scored in establishing the employment list. All notifications will be sent via standard US mail.

The City contributes 8% to the Public Employees Retirement System (PERS) for the employee.

Human Resources • City of Chula Vista • 276 Fourth Avenue • Chula Vista, CA 91910 • (619) 691-5096
Hours: 8 AM – 5 PM Monday - Friday • www.chulavistaca.gov • **Job Hotline: (619) 691-5095**

Assigned Staff: Irene Mosley, (619) 409-5927, imosley@ci.chula-vista.ca.us, Published 06/9/2004
An Equal Opportunity Employer



Social Security Number_____

Name_____

**Principal Community Development Specialist
Supplemental Application Form
Recruitment No. 04-206**

READ THESE INSTRUCTIONS CAREFULLY: This questionnaire ***IS NOT*** a substitute for the official City application. You must complete both forms completely. The information you present in your employment application and supplemental questionnaire will be used in assessing your qualifications for this position. Make sure each additional sheet you attach includes your name and social security number in the upper right hand corner of the page. Failure to complete both forms will result in immediate disqualification from the recruitment process. Applications will not be accepted without this questionnaire.

1. MINIMUM QUALIFICATIONS: You must respond **YES** to questions A & B below to be eligible to apply for this position

- A. Do you have a bachelor's degree from an accredited college or university with a major in Urban Studies, Public or Business Administration, Planning or a related field? ____Yes ____No

If yes, degree held in_____

- B. Do you have at least four years experience working in one or more of the fields of urban planning, redevelopment, economic development, regional planning?
____Yes ____No

If yes, please describe your experience:_____

2. Do you have experience leading teams that include public staff, consultants, and members of the public on public policy/planning issues of a controversial nature?
 ____Yes ____No

If yes, please describe one such project in detail including - the issue or policy concern, the team members, your role, the process you used, and its conclusion or resolution. Include in your discussion whether you believe the outcome was successful or not and what factors contributed towards that result **(You may attach additional sheets if needed)**:

3. **EXPERIENCE.** Please complete the chart below to reflect your experience. For each activity listed, place a check mark (✓) to indicate whether or not you performed. In the frequency column, indicate how often you performed these activities. Include the length of your experience, (e.g. 6 mos, 1yr, 5yrs, etc).

Professional Activities	Experience With? (✓)		Frequency Routinely, Intermittently, Rarely	Length of experience
	YES	NO		
Program or agency strategic planning efforts				
Supervised staff and/or consultants				
Project management (including management of program budgets)				
GIS				

4. Please respond to the following questions in narrative form, providing detail and examples. **TYPE** or **PRINT** your responses separately on additional sheets and attach to this questionnaire. Your answers should be clear, concise and complete. Grammar, clarity of expression and legibility will be considered in the evaluation process.

- a) Please describe your experience working with California Environmental Quality Act.
- b) Please describe your knowledge and experience of City development processes and/or redevelopment.
- c) Please describe your experience with legislative analysis of development, planning, or other governmental activities.
- d) Please describe your experience in making oral presentations using various media types.
- e) Please describe a situation that best describes your analytical skills.

I swear or affirm that the information presented above is true and correct to the best of my knowledge. I understand that misleading or false information may result in my disqualification from the recruitment process and/or removal from the eligibility list.

Print Name

Signature